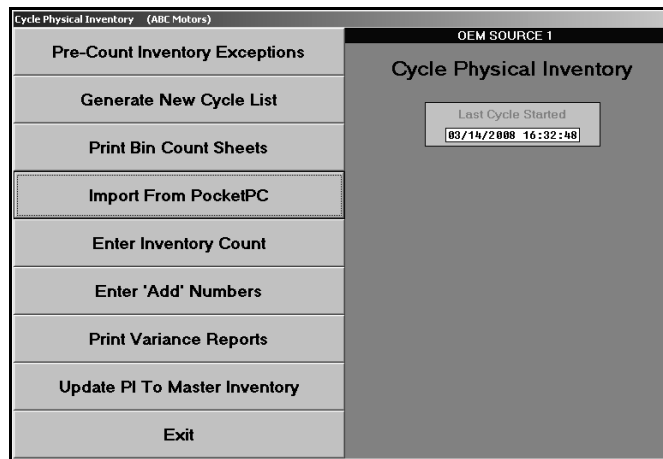


Chapter 13 Cycle Inventory

This button advances you to the Cycle Physical Inventory menu. The Cycle Physical Inventory feature is used to simplify the process of taking a physical inventory. You can do a complete inventory or a “bin-a-week” inventory. Cycle inventory should be done only when there will not be any sales or restocking activity of the parts you are counting. If this scenario is not possible, keep track of any changes that will affect your final count, and adjust the count as needed when you are finished generating the cycle inventory and before you update the physical inventory to the Master Inventory.



In addition to identifying the current inventory source, the menu identifies when the last cycle inventory was started. This field is updated as you work through the menu. Each time you begin a new cycle, this field is updated.

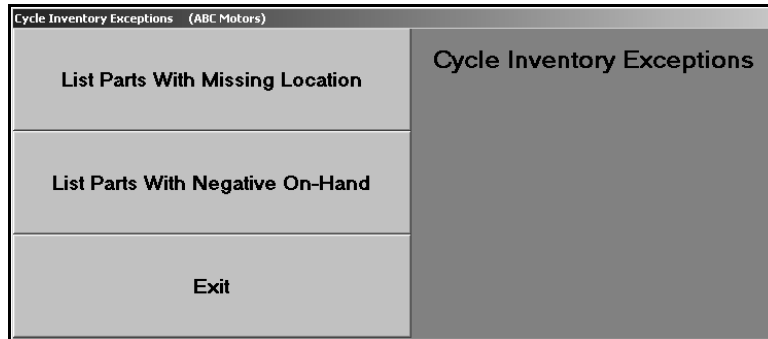
Systematically work your way through the menu from the first option to the last option by clicking the button that corresponds to the menu option you want to select. The corresponding submenu or screen appears. When you are finished working on the menu, click **Exit** to return to the Special Inventories & Maintenance menu.

The first part of this chapter explains all of the menu options available in the Cycle Inventory feature. This will help you understand how you use each option. The second part of this chapter provides the general steps you follow to complete a full inventory cycle count and a single bin cycle count. These steps include using options outside of the Cycle Inventory feature to complete tasks that may assist you with managing your inventory files during the count.

Note: The Pocket PC options available throughout the cycle inventory process work with the Autosoft Mobile Parts Resupply application. Autosoft Mobile Parts Resupply is a program that allows you to transfer your parts purchase orders to a Pocket PC. Instead of verifying the order against the purchase order by manually typing in the received quantity, you use a barcode reader attached to your Pocket PC to receipt the parts order. This allows you to quickly verify the parts order against the purchase order. When you are finished, you transfer the resupply information back to the Autosoft Parts Resupply and update the purchase order to your inventory. For more information about the Autosoft Mobile Parts Resupply application, contact Autosoft, Inc.

Pre-Count Inventory Exceptions

This button advances you to the Cycle Inventory Exceptions menu. This menu is used to print exception reports. The reports help you identify parts that are missing a location (bin) and parts with negative on-hand quantities. You use these reports to make corrections to your Master Inventory before you conduct your cycle count. This ensures your count sheets are accurate.



List Parts With Missing Location

Use this button to print a list of the parts that are missing a bin location. For each part, the printout lists the part number, description, and on-hand quantity.

1. Click **List Parts With Missing Location**.
2. When prompted to verify your printer is ready, click to select **To Printer** to print the information or **To Screen** to view the information on your screen.
3. Once you select your print type, click **Print**.

List Parts With Negative On-Hand

Use this button to print a list of parts that have a negative on-hand quantity. For each part, the printout lists the part number, location, description, and on-hand quantity.

1. Click **List Parts With Negative On-Hand**.
2. When prompted to verify your printer is ready, select your print criteria.

Generate New Cycle List

When you are ready your cycle count, you begin by generating a new cycle count inventory list. The **Generate New Cycle List** button advances you to the Generate New Cycle Inventory List menu. This menu is used to generate a new cycle inventory list file. The generated file is used to print bin sheets and to enter the new counts. Only select one generating option. Every time a new cycle inventory list file is generated, the previous file is deleted. If you are adding counts to a file and have not updated it, when you generate a new list file, the information will be lost.

Full Inventory

Use this button to generate an inventory list for the full inventory. This is the option you select when you want to conduct a full inventory cycle count.

1. Click **Full Inventory**.
2. Type the number of days that should have passed since a part was counted in order to be included on the list, or leave the field blank to include all parts.
3. Specify the sort order you want to use for the list. Type **B** to sort by bin order (recommended) or **P** to sort by part order.

4. Click **OK** when prompted to verify you want to generate the list.
5. The system returns you to the Cycle Physical Inventory menu when the list is complete.

Only Parts With Movement

Use this button to generate an inventory list for just the parts that have had movement within the last quarter.

1. Click **Only Parts With Movement**.
2. Type the movement value you want to use to generate the list.



3. Type the number of days that should have passed since a part was counted in order to be included on the list, or leave the field blank to include all parts.
4. Specify the sort order you want to use for the list. Type **B** to sort by bin order (recommended) or **P** to sort by part order.
5. Click **OK** when prompted to verify you want to generate the list.
6. The system returns you to the Cycle Physical Inventory menu when the list is complete.

Only Parts Currently In Bin

Use this button to generate an inventory list for a specific bin. This is the option you select when you want to conduct a single bin cycle count.

1. Click **Only Parts Currently In Bin**.
2. Indicate which bin location you want the system to search: bin 1, bin 2, or both bins. Click to select the option you want to select. If you do not use multiple bin locations for parts, you will select bin 1.
3. Type the bin number.

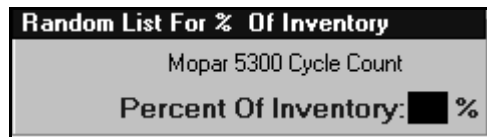


4. Type the number of days that should have passed since a part was counted in order to be included on the list, or leave the field blank to include all parts.
5. Specify the sort order you want to use for the list. Type **B** to sort by bin order (recommended) or **P** to sort by part order.
6. Click **OK** when prompted to verify you want to generate the list.
7. The system returns you to the Cycle Physical Inventory menu when the list is complete.

Random List For % Of Inventory

Use this button to generate a Mopar 5300 cycle count based on a percentage of the total part numbers in inventory. This option is for DaimlerChrysler dealers who participate in the 5300 project.

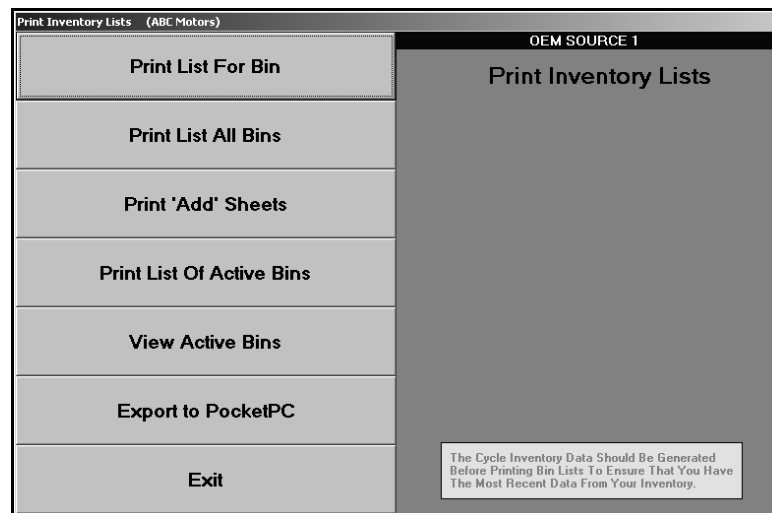
1. Click **Random List For % Of Inventory**.
2. Type the percentage you want to use to generate the list. Remember, this is the percentage of the total part numbers in inventory.



3. Type the number of days that should have passed since a part was counted in order to be included on the list, or leave the field blank to include all parts.
4. Specify the sort order you want to use for the list. Type **B** to sort by bin order (recommended) or **P** to sort by part order
5. Click **OK** when prompted to verify you want to generate the list.
6. The system returns you to the Cycle Physical Inventory menu when the list is complete.

Print Bin Count Sheets

Once you generate the cycle inventory list, you print the inventory lists. The **Print Bin Count Sheets** button advances you to the Print Inventory Lists menu. You should always generate a new inventory list before printing the bin lists to ensure you have the most recent information from your inventory.



Print List For Bin

Use this button to print a bin list for a specific bin. If you are counting only one bin, select this option.

1. Click **Print List For Bin**.
2. Type the bin number.
3. Indicate if you want a page break between shelves, Type **Y** for yes or **N** for no. **N** is the default entry.
4. When prompted to verify your printer is ready, select your print criteria.

Print List All Bins

Use this button to print a bin list for all bins or all bins starting with a specific bin.

1. Click **Print List All Bins**.
2. Type the bin you want to start with, or leave this field blank to print lists for all bins. Indicate if you want a page break between shelves, Type **Y** for yes or **N** for no. **N** is the default entry.
3. When prompted to verify your printer is ready, select your print criteria.

Tip: When printing bin lists, GM dealers have the option to specify if they want the bin list to sort the bins in alphabetical or numerical order. This option is only available in a parts source mapped to a GM part price tape. Type **A** for alphabetical order or **N** for numerical order.

Print 'ADD' Sheets

Use this button to print "Add" sheets. You should select this option only if you are taking a complete physical inventory. You will use the add lines on these sheets to enter any parts found in a bin that were not listed.

1. Click **Print 'ADD' Sheets**.
2. When prompted to verify your printer is ready, select your print criteria.

Print List Of Active Bins

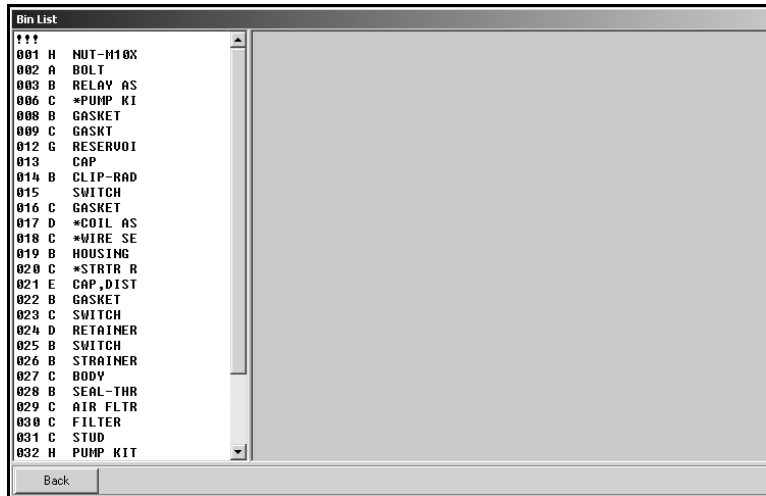
Use this button to print a list of active bins. This information can be used to identify improper bin locations.

1. Click **Print List Of Active Bins**.
2. When prompted to verify your printer is ready, select your print criteria.

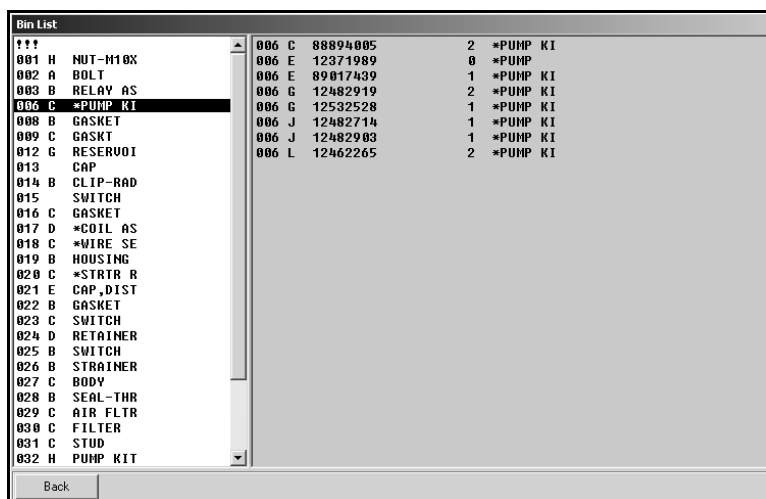
View Active Bins

Use this button to view information for all of the active bins. You may want to view the information on this screen before printing the bin lists. This way, you can scan the bin information for errors. If you find errors, you can print the bin list for that specific bin to check for the error. Edit the information on the Master Inventory screen, and generate a new inventory list. Then, return to the Print Inventory Lists menu and print the bin lists.

1. Click **View Active Bins**.
2. The screen displays a list of the active bins.



3. Click on a bin to view the parts in the bin.



4. Click **Back** to return to the Print Inventory Lists menu.

Enter Inventory Count

Once you print the inventory lists, you use them to count your inventory. When you are finished, you use the **Enter Inventory Count** button to enter the inventory counts from the inventory list into the system. You can access the 'Add' Numbers screen by clicking on the **Add Numbers** button. This allows you to open the screen without having to return to the Cycle Physical Inventory menu. Similarly, you can open the Enter Inventory Count screen by clicking **Enter Bins** on the bottom of the 'Add' Numbers screen.

Available Bins		Parts in Bin - Alpha Sort	
???	3 Numbers	3754587	14
001	1 Numbers	24502846	5
002	24 Numbers	10103563	6
003	10 Numbers	10128343	4
006	8 Numbers	24575060	3
008	17 Numbers	10182374	6
009	7 Numbers	10182356	1
012	1 Numbers	10115741	2
013	24 Numbers	10189205	9
014	18 Numbers	25534752	1
015	15 Numbers	25535149	3
016	10 Numbers	88891743	4
017	47 Numbers	24502375	2
018	10 Numbers	25524572	1
019	8 Numbers	22598982	1
020	4 Numbers	10232601	1
021	9 Numbers	10232602	1
022	9 Numbers		
023	13 Numbers		
024	18 Numbers		
025	18 Numbers		
026	22 Numbers		
027	21 Numbers		
028	5 Numbers		
029	5 Numbers		
030	6 Numbers		
031	10 Numbers		
032	2 Numbers		
033	6 Numbers		

1. Click **Enter Inventory Count**. The Enter Inventory Count screen appears.
2. Type the bin number, and press ENTER. You can also click a bin in the list on the left side of the screen to select it.
3. A list of parts in this bin is displayed on the right side of the screen, and the information for the first part in the bin on the list is automatically displayed. You can sort the parts in the bin alphabetically or numerically. Select the sorting option from the **Parts In Bin** drop-down list.
4. The **Part** field displays the part number, and the **Desc** field displays the part name/description.
5. The **On Record** field displays the on-hand quantity on file when you generated the inventory list.
6. Verify that the **Actual On Hand** field displays the quantity in your inventory. If the quantity is not correct, enter the correct quantity in this field.
7. Click **Save** (or press ENTER). The part is counted, and the information for the next part appears.
8. Continue to "count" the parts.
9. The system displays a "That's All For This Bin" message when all of the parts in the current bin have been counted. Click **OK** to acknowledge the message.
10. If necessary, enter the next bin number, and count the parts for that bin.

Enter 'Add' Numbers

Use this button to enter additional parts that were found during a physical inventory but that were not noted on the printed inventory list. These are the parts you recorded on the 'Add' sheets. You can only add numbers when you are running a complete cycle inventory. You can also access this screen by clicking **Add Numbers** on the bottom of the Enter Inventory Count screen.

The screenshot shows a software window titled "Enter 'ADD' Numbers (ABC Motors)". The main heading is "Enter 'ADD' Numbers". Below this, there are several input fields:

- Part: 346690
- Desc: ROD
- Cost: 4.28
- Core: .00
- Original Inventory: 0
- Counted: 0
- Bin: 002
- Shelf: 1
- Draw: 1
- Add: 1
- Bin: 007
- Shelf: 0
- Draw: 4
- Add: (empty)
- Bin: (empty)
- Shelf: (empty)
- Draw: (empty)
- Add: (empty)
- Bin: (empty)
- Shelf: (empty)
- Draw: (empty)

At the bottom of the window, there are four buttons: "Exit", "Delete", "Enter Bins", and "Save".

Adding Numbers for Existing Parts

1. Click **Add Numbers** on the bottom of the Enter Inventory count screen, or click **Enter 'ADD' Numbers** on the Cycle Physical Inventory menu. The Enter 'ADD' Numbers screen appears.
2. Type the part number.
3. If the part is found in the Master Inventory record, the **Desc**, **Cost**, **Core**, and **Original Inventory** fields automatically fill in with information from the Master Inventory file.
4. Type the number of additional parts counted and the locations (bin, shelf, and drawer) for the part.
5. Click **Save** to save the information.

Adding Numbers for New Parts

1. Type the part number.
2. You will receive one of the following messages:
 - If the part is not found in the Master Inventory but is on the price tape, the system prompts you to verify this is a new entry from the price tape.



- If the part is not found in the Master Inventory or on the tape, the system prompts you to indicate it cannot find the part on the tape.



3. Click **OK** to acknowledge the message.
4. Manually enter any missing part information.
5. Click **Save** to save the information. The part will be added to the Master inventory record when the physical inventory is updated to the Master Inventory.

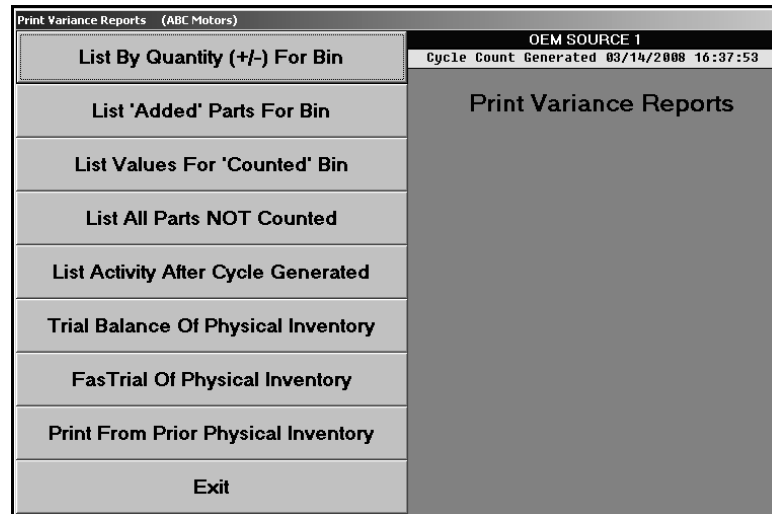
Deleting a Part You Added

Use the **Delete** button to delete a part you entered on this screen. You cannot delete parts that are a part of the active inventory.

1. Type the part number.
2. The part information fills in on the screen.
3. Click **Delete**.
4. Click **OK** when prompted to verify you want to delete the record.

Print Variance Reports

This button advances you to the Print Variance Reports menu. You use this menu to print variance reports about the inventory counts. The reports serve as a report card in determining how well the department has done recording the daily inventory changes. The reports identify the discrepancies in locations, numbers, and counts. After you update the physical inventory, these reports will no longer be available, so you must print them before the update if you plan on using the reports.



List By Quantity (+/-) For Bin

Use this button to print a report that indicates the difference between what the system counted in inventory and what you counted in inventory.

1. Click **List By Quantity (+/-) For Bin**.
2. Type the bin number you want to use for the report, or leave the field blank to include all bins.
3. When prompted to verify your printer is ready, select your print criteria.

List 'Added' Parts For Bin

Use this button to print a report that displays all of the parts you added to the inventory.

1. Click **List 'Added' Parts For Bin**.
2. Type the bin number you want to use for the report, or leave the field blank to include all bins.
3. When prompted to verify your printer is ready, select your print criteria.

List Values For 'Counted' Bin

Use this button to print a value report for the counted inventory.

1. Click **List Values For 'Counted' Bin**.
2. Type the bin number you want to use for the report, or leave the field blank to include all bins.
3. When prompted to verify your printer is ready, select your print criteria.

List All Parts NOT Counted

Use this button to print a list of all of the parts that were not counted.

1. Click **List All Parts NOT Counted**.
2. When prompted to verify your printer is ready, select your print criteria.

List Activity After Cycle Generated

Use this button to print a list of parts that had activity in their record after the inventory list was generated. This will identify any inventory records you need to adjust.

1. Click **List Activity That Occurred After**.
2. When prompted to verify your printer is ready, select your print criteria.

Trial Balance Of Physical Inventory

Use this button to print a trial balance by part number of the complete physical inventory. If a bin number on the report is preceded by an asterisk (*), an additional bin location has been entered for this part.

1. Click **Trial Balance Of Physical Inventory**.
2. When prompted to verify your printer is ready, select your print criteria.

FasTrial Of Physical Inventory

Use this button to print a summary of the total parts and pieces in the physical inventory along with the total value, cost, and core values.

1. Click **FasTrial Of Physical Inventory**.
2. When prompted to verify your printer is ready, select your print criteria.

Print From Prior Physical Inventory

Use this button to print a variance report for the prior cycle inventory.

1. Click **Print From Prior Physical Inventory**.
2. When prompted to verify your printer is ready, select your print criteria.

Update PI To Master Inventory

The last step in the cycle inventory process is to update the counts. Click **Update PI To Master Inventory** to advance to the Update Physical Inventory menu. This menu is used to update the counts you have entered to the Master Inventory. If any sales or restocking occurred after you generated the cycle inventory list, you should adjust the count as needed before running the update. The **Physical Inventory Type** field displays the type of cycle inventory list you generated. The type of list you generated determines the type of update you can run.

Update Physical Inventory (ABC Motors)	
WARNING: All Other Parts Workstations Must Be At System Level.	
Physical Inventory Type	OEM SOURCE 1
Full Physical	Update Physical Inventory
Update CYCLE COUNT	
Update COMPLETE PHYSICAL	
View Last Update	
Exit	

Important: All other Parts workstations must be out of the system when you run the update. Before you update the inventory, you should perform a daily backup in case an error occurs when the system is updating the inventory.

Update CYCLE COUNT

Use this button to update the cycle count. Select this option if you are doing a bin-a-week type of physical inventory. "Add" numbers are only updated when you are updating the complete physical inventory. If you are updating only one bin, enter all "Add" numbers to the Master Inventory file **after** the update. Once the update is complete, remember to generate a new cycle inventory list file before you print the next bin (set of bins) to be counted.

1. Click **Update CYCLE Count**.
2. Click **OK** when prompted to verify you want to update the cycle count.
3. When the update is complete, the system returns you to the Parts Inventory main menu.

Update COMPLETE PHYSICAL

Use this button to update the complete physical inventory count. Select this option when you conduct a complete physical inventory. This update may take several minutes. It is important that you do not disturb the system while the update is running. Once the update is complete, you should print an inventory trial balance using the reports option. (See Chapter 12 for information on generating the inventory FasTrial.)

Warning: Do not update the complete physical inventory unless you have entered counts for all bins. If you are only doing a bin-a-week type of physical inventory but update the complete physical inventory, the record quantity for all bins that were not counted will be filed back to the Master Inventory by default. As a result, the on-hand quantity may not be correct for parts in those bins, especially if there were any sales or restocking activity since the cycle inventory list file was generated.

1. Click **Update COMPLETE PHYSICAL**.
2. The system prompts you to verify you want to run a full inventory update. Click **OK** to verify this is the update you want to run.
3. Click **OK** when prompted to verify you want to update the full physical inventory count.
4. Click **OK** when prompted to verify all other workstations are out of the Parts module.
5. When the update is complete, the system returns you to the Parts Inventory main menu.

Once you run the selected update, the Master Inventory files will be accurate with the counts entered.

View Last Update

This button allows you to view the last physical inventory updated.

1. Click **View Last Update**.
2. The information displays on the screen. Click **Next** to view the next page of the report or **Previous** to view the previous page of the report.
3. Click **Close** to close the screen.

The Basic Cycle Inventory Process

The previous information explains all of the menu option available in the Cycle Inventory feature. However, in addition to these options, you may use other features throughout the Autosoft FLEX DMS Parts Inventory module. The following sections walk you through all of the procedures you would complete when completing a cycle inventory of your full inventory and of a single bin. Please keep in mind that these are the general steps you would complete. Your cycle inventory procedures may vary slightly depending on your dealership's practices.

Full Inventory Cycle Inventory Process

A. Generate a new cycle list.

1. Click **Special Inventories** on the Parts Inventory main menu.
2. Click **Cycle Inventory** on the Special Inventories & Maintenance menu.
3. Click **Generate New Cycle List** on the Cycle Physical Inventory menu.
4. Click **Full Inventory** on the Generate New Cycle Inventory List menu.
5. Leave the **Parts not counted for more than _ days** field blank to include all parts.
6. In **Sort By Base/Group or Parts Order**, type **B** to sort the list by base or **P** to sort the list by part number. This determines how the inventory will be sorted and counted.
7. Click **OK** when prompted to verify you want to generate the list. When the system is finished generating the list, it will take you back to the Cycle Inventory main menu.

B. Pre-count the inventory exceptions.

1. Click **Pre-Count Inventory Exceptions** on the Cycle Physical Inventory main menu.
2. Click **List Parts With Missing Location** on the Cycle Inventory Exceptions menu.
3. Click to select **To Printer**, and click **Print**. Use the printout to check if there are parts in the Master Inventory with missing bin locations. This is done so you can assign all parts with missing locations to the "SPO" bin.
4. Click **List Parts With Negative On-Hand** on the Cycle Inventory Exceptions menu.
5. Click to select **To Printer**, and click **Print**. Review the printout for information to help you handle the quantities appropriately.
6. Click **Exit** to return to the Cycle Physical Inventory menu.

C. Print the bin count sheets.

1. Click **Print Bin Count Sheets** on the Cycle Physical Inventory menu.
2. The system displays a reminder that you should have generated a new cycle list. Click **OK** to acknowledge the message.
3. Click **Print List Of Active Bins** on the Print Inventory Lists menu.
4. Click to select **To Printer**, and click **Print**. Review the printout to correct bogus bin locations in your inventory.

D. Review bins as needed.

1. Return to the Parts Inventory main menu.
2. If you need to review the bins before correcting locations, click **Master Inventory** on the Parts Inventory menu.
3. Click **View Bin** on the bottom on the screen.
4. In **View Parts In Bin**, type the bin number you want to view.
5. When you are finished, return to the Parts Inventory main menu.

E. Move data between bin locations as needed to clean the inventory records.

1. Click **System Setup & Updates**.
2. Click **Miscellaneous Maintenance** on the System Setup & Updates menu.
3. Click **Move Data Within/Between Sources** on the Miscellaneous File Utilities menu.
4. Click **Change Bin Location** on the Move Data Within/Between Sources menu.
5. In **From Bin**, type the bogus bin number. If you leave this field blank, the system will move all parts with a missing bin location.
6. In **To Bin**, type the correct bin number. When you are moving all parts with a missing bin location, type "SPO" in the **To Bin** field.
7. Click **OK** when prompted to verify you want to make the change.
8. Click **Exit** to return to the Miscellaneous File Utilities menu.

F. Add Leading zeros to bin numbers.

1. Click **Verify/Correct Inventory Data** on the Miscellaneous File Utilities menu.
2. Click **Add Leading Zeros To Bin Numbers** on the Verify/Correct Inventory Data menu.
3. Click **OK** when prompted to verify you want to execute the change.
4. Click **Exit** until you return to the Parts Inventory main menu.

G. Repeat steps A, B, and C.

1. Repeat Steps A, B, and C to verify your parts data is clean so you can begin the counts.
2. After you generate a new cycle count and verify the data is clean, click **Print Bin Count Sheets** on the Cycle Physical Inventory menu.
3. The system displays a reminder that you should have generated a new cycle list. Click **OK** to acknowledge the message.
4. Click **Print List All Bins** on the Print Inventory Lists menu.
5. Leave the **Start With Bin** field blank to include all bins.
6. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.
7. Click **Print 'ADD' Sheets**.
8. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**. This will print a single page. Make copies of the page, and use the sheets to record the part numbers found in bins that did not print on the original bin sheet.

H. Count the inventory, and enter the inventory counts.

1. When you are finished counting the inventory, click **Enter Inventory Count**.
2. In **Edit For Bin**, type SPO to begin with.
3. Enter **0** (Zero) for all the parts in the SPO bin. Then, use the Add Sheets to count the SPO parts, and add the parts into the system.
4. Enter the counts for each individual bin as counted.
5. Click **Add Numbers** on the bottom of the screen to enter parts from the Add Sheet accordingly until all counts are completed for all bins.

Tip: The Add Numbers screen will show all additional bin locations where the part was found. When the Cycle Inventory is updated to inventory, the *last* bin location on this screen will become the *secondary* bin location on the Master Inventory screen. The primary bin location will not be affected. Therefore, it will be necessary to print the "List 'Added' Parts For Bin" report from the Print Variance Reports menu and edit the secondary bin to move parts to the correct bin location when updated.

I. Print Reports.

1. When you are finished entering the counts, click **Print Variance Reports** on the Cycle Physical Inventory menu.
2. Click **FasTrial Of Physical Inventory**. If dollar amount is acceptable, run all remaining reports on this menu. If FasTrial amount is not acceptable, research and correct the counts as needed.

Important: Print all of the reports on the Print Variance Reports menu because they will not be available after the update.

J. Update the counts to inventory.

1. Make sure all other users are completely out of the Autosoft FLEX DMS system, and perform a daily backup.
2. Once the backup is complete, click **Update PI To Master Inventory**.
3. Click **Update COMPLETE PHYSICAL**.
4. Click **OK** when prompted to verify you want to update a full inventory count.
5. Click **OK** when prompted to verify you want to update the counts.
6. Click **OK** when prompted to verify all other workstations are out of the Parts module.
7. The system will return you to the Parts Inventory main menu when the update is complete.

Perpetual or Single Bin Count Inventory Process

A. Generate a new cycle list.

1. Click **Special Inventories** on the Parts Inventory main menu.
2. Click **Cycle Inventory** on the Special Inventories & Maintenance menu.
3. Click **Generate New Cycle List** on the Cycle Physical Inventory menu.
4. Click **Only Parts Currently In Bin** on the Generate New Cycle Inventory List menu. (Other options include **Only Parts With Movement** or **Random List For % Of Inventory**).
5. In **Bin**, type the bin number for the bin you want to count.
6. Leave the **Parts not counted for more than _ days** field blank to include all parts.
7. In **Sort By Base/Group or Parts Order**, type **B** to sort the list by base or **P** to sort the list by part number. This determines how the inventory will be sorted and counted.
8. Click **OK** when prompted to generate the list.
9. When the system is finished generating the list, it returns you to the Cycle Physical Inventory menu.

B. Print your bin count sheets.

1. Click **Print Bin Count Sheets** on the Cycle Physical Inventory menu.
2. The system displays a message that you should have generated a new cycle inventory list. Click **OK** to acknowledge the message and to continue.
3. Click **Print List For Bin** on the Print Inventory Lists menu.
4. In **Print List For Bin**, type the bin number for the list you want to print.
5. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**.
6. Click **Exit** to return to the Cycle Physical Inventory menu.

C. Count the inventory, and enter the inventory counts.

1. When you are finished counting the inventory, click **Enter Inventory Count**.
2. In **Edit For Bin**, type the bin number counted, and press ENTER to advance through each record accepting or changing count as needed.
3. The system displays a "That's All For This Bin" message when all of the parts have been counted. Click **OK** to acknowledge the message.
4. Click **Exit** to close the screen.

D. Print a Variance Report.

1. Click **Print Variance Reports** on the Cycle Physical Inventory menu.
2. Click **List By Quantity (+/-) For Bin** on the Print Variance Reports menu.
3. In **Bin**, type the bin number.
4. When prompted to verify your printer is ready, click to select **To Printer**, and click **Print**. Retain the report as verification of the changes.
5. Click **Exit** to return to the Cycle Physical Inventory menu.

E. Update the counts to your inventory.

1. Click **Update PI To Master Inventory**.
2. Click **Update Cycle Count**.
3. Click **OK** when prompted to verify you want to update the cycle count.
4. Any add no's written on the count sheet must be added through the Master Inventory screen for correction.